

Team Change Submission Instructions – Annual Review

Required Documents for Team Approach Change Submissions

The below attachments are to be used in the preparation of a BOA Holder's Team Approach Change Submission.

1. Required File Name: Attachment 0002 - EAGLE Organizational Capability and Similar Experience Proposal Worksheet, see paragraph A. ** This document is for REVISIONS ONLY.
2. Required File Name: Attachment 0006 – Additional Teammate Past Performance, see paragraph B.
3. Required File Name: Attachment 0003 - Letter of Consent, see paragraph C.
4. Required File Name: Attachment 0004 - Performance Questionnaire, see paragraph D.

TECHNICAL

A. ORGANIZATIONAL CAPABILITY AND SIMILAR EXPERIENCE:

The BOA Holder shall propose organizational capability and demonstrate experience in performing services similar to the required maintenance, supply, and transportation support services detailed in Attachment 0001 – BOA PWS by completing Attachment 0002 – EAGLE Organizational Capability and Similar Experience Proposal Worksheet. Each contract referenced shall be a recent and relevant contract.

Recency, as it pertains to technical, is a measure of the time that has elapsed since the reference occurred. Recency is generally expressed as a time period during which references are considered relevant. For the purpose of this requirement a recent contract is any contract, task order, and or/delivery order that was performed either as a prime or a subcontractor, with a period of performance anytime within the last five years prior to the due date of this Team Approach Change submission)

The relevancy of the technical references will be evaluated as follows:

(a) Relevant: Recent contracts which provide services in any of the three functional areas of Maintenance, Supply and/or Transportation services; representative missions; maintaining equipment; or managing classes of supply as outlined in the PWS.

(b) Not Relevant: Recent contracts which did not provide services in any of the three functional areas of Maintenance, Supply and/or Transportation services; representative missions; maintaining equipment; or managing classes of supply as outlined in the PWS.

Attachment 0002 - EAGLE Organizational Capability and Similar Experience Proposal Worksheet is provided as a template for proposing the organizational capability of the prime/joint venture/teammate and similar experience that supports any proposed organizational capability. Attachment 0002 will be used to determine technical acceptability. BOA Holders must submit only one Attachment 0002 and for the purposes of the Team Approach Change

submission, are required to complete the worksheet for ONLY those new capabilities being proposed for a revision. BOA Holders are allowed to submit recent/relevant contract references for a total of up to ten (10) teammates. The prime/joint venture is included in the total of ten (10) teammates. Instructions for completing Attachment 0002 are below:

(a) Line 1, Column D - Enter the name of the Prime/Joint Venture.

(b) Line 2, Column D – Enter CAGE code of the Prime/Joint Venture.

(c) Line 5 through Line 52, Column E – Enter Yes or No if the Offeror (Prime/Joint Venture/Teammate) proposes an organizational capability to perform the requirement in Column D of each line.

(d) Line 5 through Line 33 – Column F, Enter your similar experience as it relates to the organizational capability to perform the requirement in Column D (bulleted format). Offerors are encouraged to limit the similar experience to 100 words. Include data that reflects similar experience of the contract performance of the subtask which reflects the magnitude of work performed in terms of full time equivalents, work orders, material release orders, lines of supply, value of managed items, fleet size, or number of movements supported, etc. Identify specific STAMIS/AIS examples where STAMIS/AIS were used. The similar experience should include only work performed by the Offeror this contract reference applies to. Any acronyms or abbreviations listed in the Attachment 0002 worksheet titled Abbrev-Acronym (see Attachment 0005) may be used without first spelling out the proposed information.

(e) Line 5 through Line 33- In Column G, identify the functional area (s) performed in this contract reference (as defined in the Attachment 0001 BOA PWS). State M for Maintenance, T for Transportation, and S for Supply. If more than one functional area was performed on this contract reference, list all applicable functional areas.

(f) Line 5 through Line 33 – In Column H, enter Contract number (and task order number if applicable) that provides the similar experience for the subtask in column D of each line. Offerors are allowed to use more than one Contract number for a subtask; however, if an Offeror uses multiple Contract numbers for a subtask all of the Contract numbers must be performed by the same contractor. If similar experience is from services performed as a Prime contractor on a Government contract, list the Government contract number. If similar experience is from services performed on a private sector commercial contract or as a Subcontractor on a Government Contract, list the private sector commercial contract (i.e., subcontract number). Note: a subcontract should be provided as the private sector commercial contract number held between the subcontractor and the Prime, not the contract number between the Government and the Prime.

(g) Line 5 through Line 33 – In Column I, enter Contract Period of Performance for the contract referenced in Column H. If performance is ongoing, identify the anticipated contract completion date (assuming all option periods are exercised). Required format is MMDDYY to MMDDYY.

(h) Line 5 through Line 33 – In Column J, enter Location(s) of Performance for the contract referenced in Column H.

(i) Line 5 Through Line 33 – In Column K, enter the name of the Prime contractor for the contract number referenced in Column G as follows: If similar experience is from services performed as a Prime contractor on a Government contract, list the name of the Offeror to which

this reference applies. If similar experience is being claimed by an Offeror that has a sister company/subsidiary/parent company as the Prime contractor holding the referenced contract, list the name of the sister company/subsidiary/parent company AND the name of the Offeror to which this reference applies. If similar experience is from services performed as a Subcontractor on a Government contract, enter n/a.

(j) Line 5 Through Line 33 – In Column L, enter the name of the contractor for the private sector commercial contract number (subcontractor name) referenced in Column G, as follows: If similar experience is from services performed as a Prime contractor on a Government contract enter n/a. If similar experience is from services performed on a commercial contract (including as a subcontractor to a Prime Contractor holding a Government Contract), list the name of the Offeror to which this reference applies. If similar experience is being claimed by an Offeror that has a sister company/subsidiary/parent company as the contractor holding the referenced contract (or subcontract), list the name of the sister company/subsidiary/parent company AND the name of the Offeror to which this reference applies.

(k) Line 5 Through Line 33 – In Column M, enter the CAGE Code of the proposed Offeror to which this reference applies.

(l) Line 5 Through Line 33 – In Column N, enter the EAGLE role of the contractor to which this reference applies: P if the reference is for the Prime; TM if the reference is for a Teammate; JVP if the reference is for a Joint Venture Partner.

(m) Line 5 Through Line 33 – In Column O, identify two current Customer POCs with valid titles, phone numbers and e-mail addresses that can verify the information provided on the Column F similar experience of the contract(s) provided in Column G. If Column K is filled and Column L is “n/a”, these POCs may be a Government employee. If Column K is “n/a” and Column L is filled, these POCs shall not be a Government employee - the POCs shall be an agent of the Prime contractor or agent of the entity with whom the commercial contract was entered.

(n) Line 5 Through Line 33- In Column P, enter the Average Annual Dollar Value (respectively) for each contract referenced in Column H.

(o) Line 5 Through Line 33 – In Column Q, enter the total (projected) contract value (respectively) for each contract referenced in Column H. If providing a projected value, assume all option periods will be exercised. Round all numbers to the nearest dollar.

PAST PERFORMANCE

The Government will utilize the contract references provided in Attachment 0002 - EAGLE Organizational Capability and Similar Experience Proposal Worksheet, Attachment 0004 - Performance Questionnaire, Attachment 0006 – Additional Teammate Past Performance, as well as other information available from other sources in its evaluation of past performance.

a) Instructions for completing the Attachment 0002 – EAGLE Organizational Capability and Similar Experience Proposal Worksheet were previously provided.

b) In order for the Government to evaluate past performance for the references listed in Attachment 0002 and Attachment 0006, the offeror must include the recent/relevant task orders in the contract number field. Failure to provide applicable task order(s) may result in the reference not being evaluated for past performance.

B. ADDITIONAL PAST PERFORMANCE

If BOA Holders wish to have teammates that add to their capability above those teammates provided in Attachment 0002 - EAGLE Organizational Capability and Similar Experience Proposal Worksheet, BOA Holders are allowed to submit those additional teammates in Attachment 0006 – Additional Teammate Past Performance for use under a resultant Basic Ordering Agreement (BOA). BOA Holders must submit only one Attachment 0006. There is no limit to the number of additional teammates that can be proposed in Attachment 0006 since the additional teammates are only adding capability to a BOA Holders' proposed organizational capability. BOA Holders are allowed to submit up to three (3) recent/relevant contract references for each additional teammate. The additional teammates included in Attachment 0006 will not be evaluated as part of the BOA Holders' technical proposal. Attachment 0006 will only be used to evaluate past performance. Instructions for completing Attachment 0006 are below:

(a) Line 1 - Enter the name of the Prime/Joint Venture.

(b) Line 2 – Enter the CAGE code of the Prime/Joint Venture.

(c) Column A: Provide the additional teammates' name for the contract reference provided. If similar experience is being claimed by an additional teammate that has a sister company/subsidiary/parent company as the Prime contractor holding the referenced contract, list the name of the sister company/subsidiary/parent company AND the additional teammate to which this reference applies.

(d) Column B: Provide additional teammates' CAGE code for the contract reference provided.

(e) Column C: Provide the contract number (and task order number if applicable) or subcontract number (i.e., private sector commercial contract number) which demonstrated recent/relevant past performance for the additional teammate.

(f) Column D: Enter the Place(s) of Performance of the contract.

(g) Column E: Enter the Average Annual Dollar Value.

(h) Column F: Enter the Total (Projected) Contract Value. If providing a projected value, assume all option periods will be exercised. Round all numbers to the nearest dollar.

(i) Column G: Enter the Period of Performance of contract, beginning and end dates. If performance is ongoing, identify the anticipated contract completion date (assuming all option periods are exercised). Required format is MMDDYY to MMDDYY.

(j) Column H: Enter Relevancy Rationale. Offerors shall provide a brief narrative explanation of how/why the identified past performance is relevant (Offerors are encouraged to limit the relevant experience to 100 words); however, the Government reserves the right to determine whether a service is relevant.

(k) Column I and Column J: Identify two current Customer POCs with valid titles, phone numbers and e-mail addresses that can verify the information provided on the past performance of the contract provided. For a commercial contract or subcontract on a Government contract the POCs shall not be a Government employee, the POCs shall be an agent of the Prime contractor or agent of the entity with whom the commercial contract was entered.

(l) Column K: identify the functional area (s) performed in this contract reference (as defined in the Attachment 0001 BOA PWS). State M for Maintenance, T for Transportation, and S for Supply. If more than one functional area was performed on this contract reference, list all applicable functional areas.

These contract references should represent recent, relevant performance under Government, (Federal, state, local) and/or commercial contracts. Please note that references provided on classified contracts cannot be verified.

Any additional narratives beyond what is requested above are not required in this factor and will not be evaluated for past performance if provided.

C. LETTER OF CONSENT

The BOA Holder shall provide a consent letter for each joint venture partner and proposed teammate using the Consent Form provided in Attachment 0003 – Letter of Consent. This letter allows the release of the joint venture partner's or proposed teammate's present and past performance information to the BOA Holder.

D. PERFORMANCE QUESTIONNAIRE

BOA Holders must complete Attachment 0004 - Performance Questionnaire.

a. The Prime/Joint Venture Partner shall identify all relevant contracts where it or its proposed teammates experienced any performance problems that occurred no earlier than five years prior to the closing date of this RFP. For each contract identified, the BOA Holder shall provide copies of any Contract Deficiency Reports (CDRs), cure notices, or show cause letters received regardless of whether or not the contract is provided as a contract reference in the Step Two BOA RFP or the subject Step Three Task Order RFP. In addition, it shall describe the corrective actions taken to avoid recurrence of the problem, describe the extent to which the corrective action has been successful, and identify points of contact who can confirm the success of the corrective measures.

b. The Prime/Joint Venture Partner shall disclose the contract number of all contracts that were terminated for default or terminated for cause, in whole or in part, no earlier than five years prior to the closing date of this RFP, for itself and its proposed teammates. The BOA Holder shall provide the reason for the termination. This request applies to all contracts of the named parties regardless of whether or not the contract meets the definition of relevance as identified above and regardless of whether or not it provided as a contract reference for the Team Approach Change submission.

Recency, as it pertains to past performance, is a measure of the time that has elapsed since the reference occurred. Recency is generally expressed as a time period during which references are considered relevant. For the purpose of this requirement a recent contract is any contract,

task order, and or/delivery order that was performed either as a prime or a subcontractor, with a period of performance anytime within the last five years prior to the closing date of this Request for Proposal (RFP.)

The relevancy of the past performance references will be evaluated as follows:

(a) Relevant: Recent contracts which provide services in any of the three functional areas of Maintenance, Supply and/or Transportation services; representative missions; maintaining equipment; or managing classes of supply as outlined in the PWS.

(b) Not Relevant: Recent contracts which did not provide services in any of the three functional areas of Maintenance, Supply and/or Transportation services; representative missions; maintaining equipment; or managing classes of supply as outlined in the PWS.